

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 12--Travel 7.0	EFFECTIVE DATE: 8/21/85
TITLE: Charges for Restricted Use of State-Owned Vehicles and Aircraft	REVISION DATE: 8/18/03
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 3

BACKGROUND

Pursuant to Wisconsin Statutes 11.37(1), no person may use any vehicle or aircraft owned by the state for any trip which is exclusively for the purposes of campaigning in support of or in opposition to any candidate for national, state or local office, with the exception of:

- (1) The vehicle or aircraft is required for purposes of security protection provided by the state.
- (2) The trip is made in part for a public purpose.

Wisconsin Statutes, section 11.37 (2) reads as follows: "No person may use any vehicle or aircraft owned by the state or by any local governmental unit for purposes which include campaigning in support of or in opposition to any candidate for national, state or local office, unless the person pays to the state or local governmental unit a fee which is comparable to the commercial market rate for the use of a similar vehicle or aircraft and for any services provided by the state or local governmental unit to operate the vehicle or aircraft."

To implement this directive, the following accounting procedure is established:

PROCEDURE

1. Should there be any occasion where an employee utilizes a state car or aircraft for campaign-related activities, such fees will be deposited in the account under 20.855 (6) (h).
2. If a trip is made, in part, for a public purpose and, in part, for a campaign purpose, an allocation is to be made. In no case is the campaign portion to be less than 50% of the trip cost.
3. Current charges for State-owned aircraft are no longer published by DOA. Please call Sue Seibel at DOA, Wisconsin Air Services, (608) 246-4328, for current charges.

Wait time on the ground will be charged, plus actual expenses incurred. In addition to the current charges, miscellaneous travel will be billed at cost. In addition, State sales tax (and any applicable county sales tax) will be added to these charges.

DNR regulations state, "Travel on DNR aircraft by elected officials will not be permitted for either personal or political reasons."

4. See Attachment 1 for the current car rental rates. State sales tax (and any applicable county tax) will be added to these charges.

ATTACHMENTS

2003-2004 Vehicle Rates Announcement

REFERENCES

Wisconsin Statutes, section 11.37 (1) and (2) and 20.855 (6)(h)
<http://www.legis.state.wi.us/rsb/stats.html>

CONTACTS

Harlan Olson
Accounts Payable/Preaudit Section
(608) 267-9301

Jean Gevelinger, Chief
Accounts Payable/Preaudit Section
(608) 266-0594

ANNOUNCEMENT

DEPARTMENT OF ADMINISTRATION

Effective: July 1, 2003

Destroy Date: June 30, 2004

2003-2004 VEHICLE RATES

BUREAU OF GENERAL SERVICES CENTRAL FLEET

DOA Pool Vehicles

Rates

Small car	\$27.00 / day
Midsize car	\$31.00 / day
Large car	\$35.00 / day
4X2 light trucks, minivans	\$40.00 / day
4X2 heavy duty trucks, full size vans	\$47.00 / day

Assigned Vehicles

Up To 2,000 Miles

Over 2,000 Miles

Small car	\$180.00 / mo. + \$.130 / mile	\$198.00 / mo. + \$.150 / mile
Midsize car	\$202.00 / mo. + \$.160 / mile	\$220.00 / mo. + \$.180 / mile
Large car, law enforcement	\$255.00 / mo. + \$.210 / mile	\$273.00 / mo. + \$.230 / mile
4X2 light trucks, minivans	\$220.00 / mo. + \$.190 / mile	\$238.00 / mo. + \$.210 / mile
4X4 light trucks	\$261.00 / mo. + \$.240 / mile	\$279.00 / mo. + \$.260 / mile
4X2 heavy duty trucks, full size vans	\$300.00 / mo. + \$.280 / mile	\$318.00 / mo. + \$.300 / mile
4X4 heavy duty trucks, sport utility vehicles	\$350.00 / mo. + \$.450 / mile	\$368.00 / mo. + \$.470 / mile
Class 4, 5 & 6 large trucks	\$425.00 / mo. + \$.500 / mile	\$443.00 / mo. + \$.520 / mile
Class 7 & 8 large trucks	\$435.00 / mo. + \$.500 / mile	\$453.00 / mo. + \$.520 / mile

COMMENTS

The fee for high mileage use will continue to be an additional \$18.00 per month and \$0.02 per mile after reaching the 2,000 mile limit for assigned vehicles.

The DOA Central Fleet has a fully equipped van that can accommodate drivers who need adaptive equipment. Call Central Fleet (608) 266-8757 for reservations or make your reservations online at the web address below.

If you have any questions, please contact us at (608) 266-8757 or visit our website at: <http://www.doa.state.wi.us/>
Keyword: Fleet.